

General Guidelines for IFHTSE Conferences



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1. Comprehensive calendar

The times are to be understood as the latest possible. Respective preparations must be taken well before.

Time before the 1st day of conference, minimum	Item	Reference
Several years	Request type/name of conference, year and season to the EC and the GC	2.1
Two years	Approval of the EC	
18 months	Contract closed	2.4
15 months	Committee members have agreed to serve	2.5
15 months	1 st announcement and call for papers	3.1
15 months	Website online	3.2
12 months	Invited speakers have agreed, are published	3.4

12 months	Registration open	4
6 months	Abstract submission deadline	3.3
5 months	Abstract acceptance notification	3.3
3 months	2 nd announcement, preliminary programme	3.5
2 months	Paper submission deadline	3.3
1 month	Final programme	7.1

2. First steps

2.1. Scope and Timing

IFHTSE conferences are mostly one in a series of conferences with the same name and scope, but events outside of a series are just as possible as the beginning of a new promising series. Conferences are normally approved by the Governing Council. Requests for IFHTSE conferences should be submitted as early as possible.

It is advisable to decide on the year and season of the conference three years ahead, while as many as five years is not uncommon. This allows IFHTSE to secure the selected time slot and avoid overlap or conflict with other conferences in scope, time, and region.

2.2. Location

The hall should normally be contracted no later than two years before the conference.

2.3. Finance

Planning of income and expenditures is necessary along with financial commitments such as the rent for the location. Sponsorships and exhibition may also be considered.

2.4. Contract

The contract with IFHTSE should be closed as soon as scope and timing are defined in order to secure IFHTSE's support and reserve the selected time slot. Two years before the event is advisable, one and a half years is the minimum.

2.5. Committees

Persons of international reputation and experience in the field should be invited to join an international scientific (name optional) committee. Their names on the announcement of the conference should help to advertise the level and scope of the event. Asking their approval before inserting their names enhances the probability that they will cooperate,

advise, and, above all, encourage their colleagues to attend and present papers.

A programme committee should be appointed comprising experts from several countries. IFHTSE reserves the right to name one member of this committee.

The programme committee should be organised by a chairperson to share with all members all respective information and documents, and all members should jointly agree on the selection of papers and speakers. Therefore, it is advisable to restrict the number of members to a handful or not much more.

2.6.Awards

Awards, such as for best papers or posters, for young authors, etc., make the event more attractive when announced from the beginning. Some awards are regularly offered on specific occasions, e.g. the “Tom Bell Young Author Award”, given at IFHTSE World Congresses, and entail specific obligations of the event organiser with respect to registration, data collection etc.

2.7.Chair, ceremonies

The President of IFHTSE, or a delegate if not attending personally, is normally Co-Chairperson of the event, and the formal opening ceremony and the closing session should offer an opportunity for the President or their nominee to speak on behalf of IFHTSE.

3. Announcements and promotion

3.1.The “First Announcement and Call for Papers” should contain the essential information for potential participants to consider the submission of a paper or the attendance.

- time and venue
- topics and focus
- URL for the conference website
- The announcement should explicitly call for abstracts of papers to be submitted and specify the address where they should be sent, and the format to be used (or where it can be found; IFHTSE can provide a template for abstracts if required))
- abstract submission deadline
- language of the conference: English should be clearly stated as the conference language to avoid any doubt for potential participants from

abroad. If simultaneous translation to another language is offered this may be mentioned.

This announcement should be made 24 – 15 months before the event, or as soon as the above items are clear (see the calendar below).

Further essential items to be added as soon as possible:

- attendance fees
- precise venue, travel and accommodation
- chairpersons
- committee members
- proceedings format
- awards
- exhibition and sponsoring options, if existing, should be mentioned while interested companies may be directed to the webpage for details.

Call for paper leaflets and presentation files should be sent to organisers of appropriate conferences in this period, to aid advertisement of the event.

3.2. The specific website of the conference should be the linchpin of the information about and promotion of the event. It should be available as early as possible. It should contain all of the above terms.

Date and venue should be clearly visible at first sight on the top level and preferably also on lower levels.

All content, including the terms and templates for abstract submission and registration should be fully visible to all visitors of the website without any obstacles like creation of an account, disclosure of an email address or the like.

3.3. Calendar of suggested deadlines to be mentioned in the first announcement (see also 12)

- abstract submission: 9 – 6 months before the event
It is not uncommon that this deadline is extended to allow to obtain further abstracts if necessary.
- notification of acceptance: should be one month after submission (providing sufficient time for the programme committee to assess the abstracts)
- full paper submission is subject to two considerations:
 - earliest date: two months after notification of acceptance in order to provide sufficient time for the authors to write the papers and have them approved by their organisation;
 - latest date: depends on the minimum time needed for the production of the proceedings

- discounted early bird registration (optional): 10 – 6 weeks before the event

3.4. Invited speakers (see 7.2 below for details) should be recruited before or shortly after the first announcement. The invitation should name the circumstances of the eventual keynote speech and the economic terms of the invitation. IFHTSE can suggest invited speakers if requested.

The decision on the invited speakers is a good occasion to issue a specific news to the public to resume publicity and keep the conference on the minds.

3.5. A second announcement with a preliminary programme should be made soon after the notification of acceptance, i.e. about three months before the event. It should contain the programme structure with respect to session titles and general timing (mornings/afternoons/evenings) and character (plenary/parallel) of sessions and social events, and feature the invited speakers.

Beyond being another occasion for promotion, it helps with travel planning, especially for overseas participants who need to book flights early.

These items may also be announced one at a time in order to have more occasions to promote the event.

3.6. Concise, short electronic information sheets should be made available to IFHTSE and all cooperating associations, media, exhibitors etc to be included in their websites, newsletters etc, and be shown at their events. Formatted .pdf or .ppt, they should be optimised in aspect ratio and font size for screen viewing and video projection.

3.7. Printed leaflets should be made available to other IFHTSE member associations to be handed to participants of other conferences before the event. This is especially important for any other precedent IFHTSE events. The leaflets should be sent to the organiser of those precedent events in an agreed number and timely enough (typically two weeks before) in order to be sorted into the folders which are handed out to the participants. IFHTSE can establish the contact among organisers if required.

3.8. Wherever practical, information documents and announcements should be sent in draft to the IFHTSE Secretariat before issue, so that names, terms, etc. can be checked and potentially useful extra information added.

4. Registration and paper submission

- 4.1. Registration should be as easy and straightforward as possible. No password or account setup should be requested. Options for accompanying persons, hotel booking, etc should be available in the process. A confirmation should be issued immediately.
- 4.2. The registration for attendance of the conference must include the consent that IFHTSE receives, saves and handles their personal data, as collected for the registration. IFHTSE will use these addresses for the sole purpose of distribution of its bulletin/newsletter and will not disclose them to any third party.
- 4.3. Templates for abstracts and papers should be provided for download. Copyright transfer to IFHTSE and the organising association is required. The respective form must be signed and sent enclosed with the abstract. Abstract not accompanied by this form will not be considered for acceptance.
- 4.4. If awards for young presenters are given, the template for submission of abstracts shall invite applicants to candidate for the award. This entails their consent that their personal data as collected for the submission plus their date of birth are saved and handled by the jury and that their name, affiliation and picture are published in case they win an award.
- 4.5. Optionally, a list of participants, including full name, affiliation, and country, can be given to each person registered at the beginning of the conference. In this case, the consent of the participants must be requested during registration.

5. Exhibition

An exhibition may accompany a conference. It can come in any scale from tabletop displays of literature and samples to large stands with major equipment etc. While large exhibitions may generate substantial income, it must be considered, however, that the time a person spends at the exhibition is not available to attend conference sessions. So, when planning the timetable with respect to parallel sessions, a large exhibition should be considered like one or two more parallel sessions.

6. Sponsoring

Sponsoring options are, among others:

- Flags, roll-ups, or signs at the entrance, in the corridors, or the lecture hall

- tabletop signs during the conference dinner or breaks
- promotional material at a table in the registration area
- promotional material in the package handed to the participants
- sponsor logo and website linked in the conference web page
- advertisements in the programme, the list of participants, or the proceedings
- silent video presentation in the foyer or entrance hall
- sponsor logo on and promotional material in the conference bags
- sponsor logo on gifts for invited speakers and/or session chairpersons
- and packages thereof.

7. Technical Programme

The essence of every conference are the papers on the study, development, and application of heat treatment and surface engineering, providing insight in new research results and new technology. The programme should be a combination of invited and offered contributions, structured in plenary and eventually parallel oral sessions, and eventual poster sessions.

7.1.Format

The programme shall be published on the website as a complete and concise list of the authors and paper titles of the talks and posters. For parallel sessions, talks given at the same time should appear on the same page as far as possible. Further formats like searchable pages, personal calendars etc are optional extras. The organiser can provide printed programmes or leave printing of the documents published online to the individual participant.

7.2.Oral presentations

7.2..1.All authors whose work is accepted for presentation must receive clear instructions and information from the organiser on the procedure and formal requirements (such as font, layout, character size etc) of submission of the full text of their contributions.

All incoming papers should immediately be checked for compliance with the instructions, and revision solicited from the authors if necessary.

7.2..2.The duration of a submitted presentation is typically 25 minutes including discussion. 20 minutes should be the absolute minimum, considering that foreign presenters often take a long travel specifically to make this presentation.

7.2.3.A speaker guideline should be given to all authors whose work is accepted for oral presentation. Essentials on good presentation practice (e.g. showing the author's name and a slide number "slide # x of y" on each slide, chapter structure, readable axis labels, elimination of unnecessary items, final summary) can do no harm.

7.3. Specially invited or 'keynote' lectures from well-known experts

Invited speakers of international reputation will attract interest and participation from many countries. Invited talks will often cover a wide area rather than individual research results, and trends and developments on a larger scale.

Such lectures should be clearly distinct from the submitted contributions: The time allowance should be normally 45, at least 30 minutes, they should be announced in a highlighted fashion in the website (normally long before the compilation of the programme) and in the programme. They could be allocated in plenary sessions or at the beginning of parallel sessions. The invitation, to deserve its name and attract important speakers, should at least include free participation at the event, eventually also accommodation and other extras.

It will not always be possible to obtain full papers of keynote lectures for the proceedings. Renowned speakers may be willing to give an interesting overview presentation but may not have the time to write a paper on their topic. Publication of slides is also an option.

7.4. Submitted poster presentations

Posters must not be regarded as of minor importance, and the poster displays should be an integral part of the technical programme. Poster locations should be easily accessible, indicated on all announcements, maps, and signposted in English from the entrance of the building and from the session halls. Specific timeslots for poster presentations should be provided and referred to by oral session chairpersons. If possible, it is advisable to serve (the) refreshments in the poster area.

8. Further components of a conference

The main component of a conference is obviously the set of working sessions in which the scientific and technical contributions are presented. Within limits of economics or practicality, however, an event can offer a wide range of components.

Some components are likely to give rise to cost but many can also be used to generate income. The main fact to consider is that, within reason, 'extras' in

the programme have their own attraction and can influence attendance decisions and budget allocations. Also, the social elements are an essential part of encouraging communication, renewing contacts and making new ones, triggering useful ad hoc business discussions – i.e. all forms of networking.

8.1. Opening and closing sessions

The plenary opening session comes with a welcome from the conference chairpersons including the IFHTSE President or his nominee.

Welcome addresses from authorities, associations etc enhance the level of the event and attract attention but their duration should be kept to the minimum necessary to explain from which entity comes the salute and why they support the event.

During the opening session or a festive plenary ceremony during the conference, the President or his nominee will present awards such as the IFHTSE Medal or Fellowship, if applicable. In the case of the World Congress, this applies normally to the Tom Bell Young Authors Award for the awardee from the previous World Congress.

A closing plenary session is normally held with an outlook on future conferences, and eventual presentation of any awards won during the event.

8.2. Seminars

Seminars may, as a small satellite conference, gather experts on a specific subject within the field of the overall event. Different from a mere session, they may make part of a series of events dedicated to the issue, and have a scientific committee and proceedings of their own.

8.3. Tutorials

This comprises educational lectures (a ‘master class’ on a basic or advanced subject by an acknowledged expert) and/or short courses (teaching of essentials or introducing specialisms and resuming emergent technologies).

The intention here is to attract not only students but also professionals who want to obtain more insight in a subject in which they are not specialised. Such events need not necessarily cover novel knowledge but may also present the up-to-date state of the art. Proper documentation (all slides, full text) adds great value for the participants. An extra participation fee and remuneration for the lecturer are to the discretion of the organizer.

8.4. Welcome reception: allows for networking and arranging organisational details.

8.5. Awards and prizes

The presentation of awards, medals, etc enhances the reputation and level of the event. Awards which have been decided beforehand should be presented in a plenary session, often the opening session. A laudation is common practice, and so are some words of gratitude from the awardee.

Awards decided during the conference should be presented at a point in time in line with the selection procedure:

- the conference dinner is an occasion where awardees are most likely to be present, and therefore it is a good occasion to give awards which can be decided before this dinner, e.g. poster awards.
- If the decision on the award can only be taken later, e.g. because presentations need to be followed towards the end of the event, the very end of the closing session is also a possible time for presentation. This keeps the audience attentive and helps to prevent premature departures. It also gives the jury maximum time for their decision.

8.6. Banquet

It is advisable to hold the banquet in one room such that all participants can be reached for a short welcome address and, eventually, for the awarding of a prize, or for organisational announcements. The banquet is included in the standard admission fee of the conference while specially reduced fee options may come without this.

8.7. Breaks

Short breaks in morning and afternoon sessions are not a waste of time but contribute to the attention and attendance and are an opportunity for networking. Catering must be included in the participation fee. A light lunch is usually also included in full day sessions. A self-service buffet and bar-height bistro tables are well acceptable and sufficient and may enhance the communication among participants.

8.8. Cultural, social or entertainment opportunities

8.9. Visits to industrial or research and development facilities

8.10. Social and/or cultural programme for accompanying persons during the conference or, before or after the conference, for all those interested or for specific groups, e.g. foreign guests.

9. Session organisation

9.1. Chairpersons

Chairpersons should be nominated to oversee the timing of the oral presentations and to guide the discussion. It is good practice to have two chairpersons, one national and one foreigner. Chairpersons must speak English. Chairpersons may be recruited from the international committee members. IFHTSE can suggest chairpersons if requested.

An instruction leaflet should be given to the chairpersons. In the lecture room, a simple folded cardboard which shows the names of the chairpersons to the audience is good.

Optionally, speakers can be asked to submit a short curriculum which is given to the chairpersons to be read when the speaker is called.

9.2. Time

See also 6.2

Chairpersons should see to comply with the time plan, especially in case of parallel sessions. If a speaker does not show up in one of several parallel sessions, the chairperson should be instructed not to call the next speaker but announce a break in order to allow persons attending other parallel sessions to join in at the planned time to hear the next speaker

A visualization of the remaining time for the speaker and the chairperson is a good idea.

9.3. Talks

See also 6.2

Speakers should have a lectern so they can see the actual slide without turning away from the audience

9.4. Discussion

Discussion is an essential part of the sessions, and care should be taken that in large halls microphones are available so that the questions can be heard and understood everywhere.

Questions asked in the local language should be repeated in English by the chairperson. The chairperson should ask questioners to say their name and affiliation when they take the word.

10. Language

- 10.1. All announcements, programmes, templates, inscriptions, signs, badges, maps, menus, plans, timetables etc, physical and electronic, before and during the conference must be in English and any other language(s) which the organisers may decide to be self-evident or economically possible.
- 10.2. Technical sessions are conducted in English, with optional simultaneous translation into other language(s) to decision of the organiser. Software-generated automatic translation is insufficient; personal translation is still a must (2025).
- 10.3. If desired by the organiser, the Secretariat will check the English-language quality and accuracy of documentation at no charge.

11. Logistics

- 11.1. The locations of the conference sessions, accommodation, side events, meeting points etc should be clearly published before and during the conference with postal address, marked on provided maps, and referenced by links to internet map services available in the country so that participants can navigate via GPS. They should be indicated by direction signs in English and the local language along the probable path which participants will follow.
- 11.2. Accommodation listed in registration documents should provide a range of price options and should be located as close as possible to the building in which the technical sessions will be held. Links to their websites should be provided. If deadlines for reservation apply, e.g. in the case of specific discounts, they should be indicated as early as possible.
- 11.3. Where accommodation is more than 15 minutes' walk away from the sessions building, transport should be provided, or transport options should be fully explained; it will always be assumed that locations will have some facilities and advice for participants with impaired mobility.
- 11.4. Clear instructions on reaching the main location of the event by road, rail, and air should be provided. Recommendations should be made for sections where local experience is more helpful than internet research, e.g. for transfer from airports. Where fares are not fixed, e.g. for taxis, approximate fares should be indicated to assure that unexperienced foreign visitors are treated fairly.

11.5. A notice board at the reception desk to leave messages, meeting requests etc for the participants is helpful to enhance communication among them.

11.6. For conferences held in countries that will require visas for foreign attendees, it is advisable to share information about how a visa should be obtained and provide letters (upon request) to attendees to aid their efforts in obtaining visas for travel to the conference location.

12. Publication

The papers of the Conference shall be made permanently accessible to the public, also to those who did not attend the Conference. The right to publish the papers of the Conference is shared between the organiser and IFHTSE.

The papers shall be collected and transferred to IFHTSE for publication with a table of contents which allows to browse through the proceedings.